

## **CRITERIA FOR APPRAISALS**

Sponsor will select an appraiser. The selected appraiser must be on the approved GDOT Appraiser List. Copies of the list will be provided by your D.L.G.C. The type report required will be determined the GDOT Review Appraiser. The selected appraiser must be qualified to perform the level of work as designated by the GDOT Review Appraiser. The format and level of documentation for an appraisal depend on the complexity of the appraisal problem.

Detailed appraisals shall reflect nationally recognized appraisal standards, including, to the extent appropriate, the Uniform Appraisal Standards for Federal Land Acquisition. An appraisal must contain sufficient documentation, including valuation data and the appraiser's analysis of that data, to support his or her opinion of value.

### **Review of Appraisal**

All appraisals will be reviewed and approved by the Georgia Department of Transportation.

**NOTE: APPRAISER MUST OFFER PROPERTY OWNER THE OPPORTUNITY TO ACCOMPANY THEM ON THE APPRAISAL INSPECTION. THIS SHOULD BE DOCUMENTED IN THE APPRAISAL REPORT. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN DENIAL OF FEDERAL PARTICIPATION IN PROJECT COSTS.**

## **RIGHT OF WAY FORMS INDEX**

**Cost Estimate:** Documentation of R/W Cost  
Comparable Sales and Listing Data

### **Valuation Methods/Guidelines:**

Estimate of Appraisal Calculation (Valuation Method Used when Neg. From a Data Book When Value is Less than \$15,000)

R/W Memo 03-4 (Neg. From Data Book Guidelines- Values Less than \$15,000)

R/W Memo 03-5 (Neg. From a Cost Estimate Guidelines– Values Less than \$5,000)

**Offer Package:** Documents Required in Negotiation Packages (Guideline)  
Offer Letter When Appraised (Neg. Pkg. 1)  
Uneconomic Remnant Offer Letter (Neg. Pkg. 2)  
Negotiation From Cost Estimate Offer Letter  
(Value Less than \$5,000) (Neg. Pkg. 3)  
Leased Fee Owner Offer letter (Neg. Pkg. 4)  
Negotiation From Data Book (NFS) Offer Letter  
(Value Less than \$15,000) (Neg. Pkg. 5)  
Driveway Easement Only Notification Letter (Neg. Pkg. 6)  
Leasehold-Tenant Offer Letter (Neg. Pkg. 7)  
Improvement/TF – Tenant Offer Letter (Neg. Pkg. 8)  
TF (Sign Only) Offer Letter (Neg. Pkg. 9)  
Donation Letter/Waiver Letter (Neg. Pkg. 10)  
Receipt for Brochure  
Statement of Estimated Values  
Incidental Payment Letter  
Agreement to Purchase Real Estate

### **Negotiation Record**

**Relocation:** Residential Displacee Interview Form  
Commercial Displacee Interview Form

**Closing Documents:** Lien Release Form (When Waiving Releases on Parcels  
Less than \$15,000)

Quit Claim Deeds

R/W Deed

"R" Deed

Permanent Construction/Maintenance Easement

Permanent Construction/Maintenance Easement to Include Utilities

Temporary Construction Easement

Driveway Easement

Settlement and Disbursement Statement (Closing Statement)

Owners Affidavit/Seller Affidavit

Real Property Agreement

**Certification Forms:** R/W Check List Form  
R/W Certification Form